



NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND

SAFETY COMMITTEE MINUTES

Date: August 16, 2018

Jackson Township Municipal Utility Authority

The New Jersey Utility Authorities Joint Insurance Fund Executive Safety Committee Meeting was held on August 16, 2018, at the Jackson Township Municipal Utility Authority. The following members and professionals were in attendance:

AUTHORITY	NAME
Bayshore Regional SA	J. Michael Broyles
Bernards SA	Brian Thornton
Deptford MUA	Marlene DiMarco
Evesham MUA	Richard Foley
Jackson MUA	Michael Janusz
Lambertville MUA	Thomas Horn
Lacey MUA	Darren Coraggio
Little Egg Harbor MUA	John Viteritto
Logan MUA	Terry Kucenski
	Carly Schultz
Manasquan SA	James Roe
Mantua MUA	Ray Ledrich
Merchantville-Pennsauken WC	Sean Fitzgerald
Middletown SA	Amanda Young
Monmouth County Bayshore Outfall Authority	John Mannarino
Monroe Township MUA	George Caruso
Musconetcong SA	Keith DeFazio
North Bergen MUA	Claire Gotay
Pennsauken SA	Alan Gudis
Raritan MUA	Greg LaFerla
	Mike Sciss
Somerset-Raritan Valley SA	Dennis Smith
Two Rivers Water RA	Sharon Ham
Western Monmouth UA	Rosemary Fillimon
	Robert Smith
J. A. Montgomery Risk Control	Howard Spencer
	Liam Callahan
	Matt Genna

MEETING COMMENCEMENT: The NJUA Executive Safety Committee meeting began at 11:30 AM

APPROVAL OF MINUTES: Minutes for May 17, 2018, NJUA Executive Safety Committee meeting were approved.

SAFETY DIRECTOR'S REPORT:

- ***MEL Safety Bulletins (Available on the NJ MEL App)***
 - May 2 - Safety Director Message – National Stand-Down to Prevent Falls
 - May 8 - Safety Director Bulletin – Ticks and Tick-borne Diseases
 - May 9 - Reminder: Executive Safety Committee Meeting - May 17, 2018
 - May 14 - Reminder - CPR, AED and First Aid Training on May 22, 2018
 - May 15 - Safety Director Bulletin – Protecting Summer Seasonal Employees
 - May 16 - Safety Directors Message - Low-Speed / Utility-Terrain Vehicles Training Program
 - May 21 - Did You Know? – MSI Training Schedule – NJUA JIF, June 2018
 - May 29 - MSI Online Summer Camp Counselor classes for 2018
 - June 5 - MSI Bulletin – Preparing for the 2018 Hurricane Season
 - June 18 - First Half of the Year Self-Assessment Report
 - June 22 - Did You Know? – MSI Training Schedule – NJUA JIF, July 2018
 - July 3 - OSHA: 10 hour General Industry Certificate Program - July 19th & 26th
 - July 6 - REMINDER - First Half of the Year Self-Assessment Report
 - July 9 - Reminder - OSHA: 10 hour General Industry Certificate Program - July 19th & 26th
 - July 10 - 2019 Class Requests - Action Required If You Would Like To Host Classes
 - July 17 - POSTPONED - OSHA: 10 hour General Industry Certificate Program - July 19th & 26th
 - July 24 - Did You Know? – MSI Training Schedule – NJUA JIF, August 2018
 - July 27 - Message from Safety Director – Youth Sports Concussions
 - July 31 - 2019 MSI Class Requests – PLEASE CALL TO CONFIRM
 - July 31 - Executive Safety Committee Meeting - August 16 , 2018

- ***MSI Quarterly Report***

We reviewed the MEL Safety Institute training summary for NJUA JIF. The summary was broken down by member for the period covering January through June 2018. During this period, 1930 employees were trained in the classroom and an additional 413 online.

- ***Safety Incentive Program***

- 2018 SIP available at <http://www.njuajif.org/safety/safevincentiveprogram.html>

- ***CNA Newsletter***

CNA is the property carrier for the NJUA JIF. They are looking to provide a newsletter starting this year. Topics and distribution are still being finalized. Once more detailed are available, they will be shared with the committee.

LOST TIME ACCIDENT FREQUENCY:

The LTAF Report for month-ending May 31, 2018, was reviewed. The NJUA JIF had an LTAF of 1.07 which is ranked 2nd out of the 15 MEL JIFs. The 2018 LTAF average of the 15 MEL JIFs is 1.77.

The NJUA JIF 3 year LTAF average as of May 31, 2018, is 2.26. 14th out of 15 MEL JIF's.

PEOSH ADVISORY REPORT:

Information presented is contained in PEOSH activity reports from 4/1/18 through 6/30/18.

Five most frequently cited violations during this period

The full list of most frequently cited violations from DOH and DOL are attached.

1. Blocked/inaccessible electrical panels
2. Portable Fire Extinguisher Mounted and accessible
3. Portable Fire extinguishers monthly inspection
4. Improperly Grounded electrical equipment
5. Exits visible and marked

Failure to maintain injury/illness recordkeeping logs was cited five times as a regulatory hazard, not a serious hazard during this period.

Programmed inspections

As noted previously, this is the fifth year of the strategic plan, however they will continue to monitor data based on the North American Industry Classification System (NAICS) to determine the focus for the next strategic plan. The PEOSH staff conducted one (1) programmed inspections at a fire department during this quarter.

The five year plan will continue with additional emphasis on Trenching Safety and Lockout/Tag Out and Work Zone Safety.

On Site Visits

Between April 1, 2018 and through June 30, 2018, PEOSH conducted 42 general inspections at 37 municipal, and 5 state facilities. These inspections resulted in the identification of 470 violations with 34 orders to comply issued. There were eight (8) "No Hazard" letters issued for the visited facilities. There were 67 on-site visits for general inspections, complaints and accident inspections. The northern portion of the state received 28 inspections; the central portion had 13 inspections and southern portion had 26 inspections. The majority of PEOSH activities focus on the northern and southern portion of the state. The greatest activity this period was in Union (9), Middlesex (5), and Gloucester (12) Counties.

Penalty cases - Penalties Collected for this Quarter: \$0.00

There were seven open penalty cases.

Three open penalty judgment Dockets*

*(penalties referred for collection due to non-payment).

Complaints

In addition to the general inspections, PEOSH responded to sixteen employee complaints which identified sixty-seven (72) violations with twelve (12) orders to comply and four (4) "No Hazard" letters.

DOH/PEOSH reported 58 complaints. Of those received, 37 were Indoor Air Quality (IAQ) / sanitation complaints. Eleven (12) were from municipalities, twelve (16) from State Agencies, twenty (20) from schools, sixteen (6) from a fire department, and two (2) were from Colleges.

The PEOSH program also conducted 18 initial on-site inspections, 1 monitoring inspections, 2 follow-up inspections and closed 4 cases.

Complaints consisted of:

- 10 Indoor Air Quality / Bio aerosol; 2 AQ-HVAC; 7 IAQ- General
- 10 Sanitation

MEETING TOPIC COMMITTEE

Upcoming Events:

- September 28, 2018 Camden Safety Expo
- October 25, 2018 10 Hour OSHA General Industry (Must attend both days) at Two Rivers
- November 1, 2018 10 Hour OSHA General Industry (Must attend both days) at Two Rivers
- December 13, 2018 Environmental Update at Evesham MUA

If you would like to host a meeting, please let your consultant know

SAFETY EXPO UPDATES

The Safety Expo tracks for 2018 are:

- **Supervisor Roles & Responsibilities in a Changing Environment (Full Day)**
 - Succession Planning
 - Ethics
 - Diversity
- **Safety Fast Track**
 - Blood Borne Pathogens
 - Lockout/Tagout
 - Fire Safety
 - Hazardous Communication with GHS
- **Work Zone Safety Track**
 - Work Zone Traffic Control
 - Excavation Safety
 - Utility Mark-outs
- **Focus Four Track (Full Day)**
 - Electrocutation
 - Falls
 - Struck-by
 - Caught-between

WEBSITE/ SAFETY MANUAL

Over the past couple month J.A. Montgomery and the Executive Safety Committee have been working with a vendor to update the website and its safety content. The new site will hopefully be launched in the fall. Following the launch, effort will be made to establish a library of template safety programs to replace the safety manual. Until then, if you need a template program, please contact your consultant.

OLD BUSINESS

Recent Events:

- January 26, 2018 Workplace Injury & Illness Recording Webinar
https://connerstrong.adobeconnect.com/recordkeeping/event/event_info.html
- February 28, 2018 Safety Breakfast
- March 15, 2018 Tank Truck Deliveries Safety at Deptford MUA
- April 19, 2018 Back to Basic: Regulatory Issues at Rockaway Valley Regional SA
- May 17, 2018 Plant tour at Bayshore Regional Sewerage Authority
- June 29, 2018 Safety Expo
- July No meeting
- August 16, 2018 Zero Harm in the Workplace

NEW BUSINESS: None

COMMENTS FROM THE MEMBERS: None

NEXT MEETING: TBD

ADJOURNMENT: The meeting adjourned at 12:00 PM